

## **POLICE CAPTAIN**

**FLSA Code: E**

**Job Code: 6140**

### **GENERAL DEFINITION AND CONDITIONS OF WORK:**

Performs complex professional and difficult administrative work directing the operations, communications and support services activities of a Police Division; does related work as required. Work is performed under the general supervision of the Police Chief. Supervision is exercised over assigned division staff. Designated as Essential Personnel.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects, and some light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to outside environmental conditions, and hazards. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Planning, organizing and administering the daily operation of a police division; assisting in scheduling and assigning personnel and equipment; preparing and presenting directives and reports; developing training programs; overseeing internal affairs investigations; maintaining records and files.**

Plans, organizes and directs the operations, communications and support services activities of the division through subordinates;

Direct and select staffing of department platoons to include the specialized units such as K-9 and traffic;

Keeps Chief of Police informed on the status of current investigations or problems;

Develops the department annual budget proposal and controls budgeted expenditures;

Prepares and administers community services, POP and other units as assigned;

Assists in formulating and implementing budget, policy, procedures, rules, regulations and programs;

Prepares and reviews operational and administrative reports of assigned staff;

Prepares detailed reports for the Chief of Police;

Attends meetings or events outside the department relating to local, regional or national intelligence, events or planning for the department;

Attends meetings and serves on committees, boards and agencies related to promoting crime prevention and improving law enforcement, as directed by the Chief of Police;

Evaluates the work of subordinates;

Prepares letters, memoranda, bulletins and other correspondence for the signature of the Chief of Police;

Assumes command of the department during the absence of the Chief of Police;

Performs related tasks as required.

### **REQUIREMENTS/EDUCATION/EXPERIENCE:**

Graduation from an accredited community college with major course work in police science, criminal justice or related field and extensive experience in police administration including considerable supervisory experience, including serving at least two years in the position of Police Lieutenant; possession of an appropriate driver's license valid in the Commonwealth of Virginia; must meet and maintain minimum qualifications for the position as established by the city and the Commonwealth of Virginia.

This is a class description and not an individualized job specification. The class description defines the general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all-inclusive. Duties, responsibilities and requirements may be added, deleted or changed at any time at the discretion of management.